

Regulations for the Establishment of the Internship Guidance Committee in the Department of Hospitality Management and Tourism, Kainan University

Passed in the Department Meeting on September 25, 2002 Approved in the 2nd Academic Affairs Meeting of the 91st Academic Year on October 2, 2002 Amended and passed in the 8th Academic Affairs Meeting of the 97th Academic Year on June 9, 2009 Amended and passed in the 16th Department Meeting of the 105th Academic Year on May 10, 2017 Approved in the 10th College Affairs Meeting of the 105th Academic Year on May 16, 2017

Article 1: In accordance with the provisions of the Student Off-Campus Internship Regulations of Kainan University, the Department of Hospitality Management and Tourism, hereinafter referred to as "the Department," establishes these Regulations for the Internship Guidance Committee, hereinafter referred to as "these Regulations."

Article 2: The responsibilities of the Internship Guidance Committee of the Department, hereinafter referred to as "the Committee," are as follows:

1. Responsible for formulating and planning the Department's internship courses.
2. Investigate and review off-campus internship opportunities.
3. Conduct internship selection, interviews, and placements.
4. Develop methods for assessing internship performance.
5. Organize discussions related to internships.
6. Provide guidance to students for off-campus internships, and handle internship disputes and accidents.
7. Evaluate off-campus internship organizations.
8. Review the effectiveness of internships.
9. Amendments to these Regulations.
10. Other matters related to off-campus internships in the Department.

Article 3: The Committee shall be composed of internship instructors and internship class advisors from the Department, with the department chairperson serving as the convener. The term of office for committee members is one year. When necessary, the Committee may invite students, alumni, scholars, experts, and industry representatives to participate in meetings or provide information. In addition, depending on the subject of discussion, legal advisors, heads of internship organizations, and parents of students may be invited to attend for consultation.

Article 4: The Committee shall hold meetings at least once per semester, and may convene special meetings as necessary. The meeting must be attended by at least half of the members, and resolutions shall be passed with the consent of more than half of the attending members.

Article 5: In the event that the department chairperson is unable to preside over a meeting, they shall designate a committee member with equivalent qualifications to

act as the chairperson.

Article 6: Records shall be kept of Committee meetings, including recorded decisions. The records shall be signed by the department chairperson.

Article 7: Matters not covered by these Regulations shall be handled in accordance with Kainan University's Student Off-Campus Internship Regulations and related provisions.

Article 8: These Regulations, after being approved by the Department Meeting, shall be submitted for approval by the College Affairs Meeting and implemented. The same process applies when making amendments.